



2013-2014 Graduation Codes

Samantha Engstrom, Resource Management Analyst
Office of Administration Support
Division of District Support

Data Extraction Process

- ▶ G codes will be extracted from IC on **June 30**
- ▶ All districts end date 2013–2014 enrollments of their graduates using the **Enrollment End Batch** process no later than **June 17**
- ▶ Enrollment End Batch can be found under System Administration>Student in Infinite Campus
- ▶ End status codes will be different for your graduating seniors so they should be done before end dating your other students

End Status Codes for Seniors

- ▶ G01: A student who graduated in less than four (4) years
- ▶ G02: Graduated in four (4) years
- ▶ G03: Graduated in five (5) years
- ▶ G04: Graduated in six (6) years
- ▶ W28: A student who has reached the maximum age for service, but received no diploma.
- ▶ CO1: A pupil who completes the school year in the most current enrollment

G Code Guidelines

- ▶ Enter specialty G codes (students other than G02) and then use enrollment end batch for the rest of the graduate records
- ▶ If End Status field is blank and you run the batch enrollment, it will fill every empty field with the batch enrollment code
- ▶ Once the field has been filled, you will have to manually change it if it is incorrect.

Graduation Tab

Behavior

Transportation

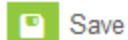
Fees

Lockers

Graduation

Athletics

AdHoc Letter



The following fields can only be filled out once a student has entered 9th grade:






Date First Entered the 9th Grade

NGA Cohort End Year

NCLB Cohort End Year

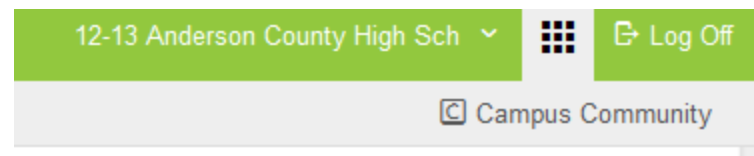
+	Enrollment Data: Knox County (301)
-	Graduation Detail: Knox County (301)
-	General Graduation Information
	Diploma Date: 06/02/2014
	Diploma Type: 3: General Diploma
	Diploma Period:
	Date First Entered the 9th Grade: 08/03/2010
	NGA Cohort End Year: 2014
	NCLB Cohort End Year: 2014
	Post Grad Location:
	Transition Status:
-	State Reporting Graduation Fields
	NCLB Status:

Enrollment Tab

Summary	Enrollments	Schedule	Attendance	Flags	Grades	Transcript	Credit Sum
<div>  Save  Delete  Print Enrollment History  New </div>							
<div> <div>  General Enrollment Information </div> <div> <div> <div>Calendar</div> <div>13-14 Knox Central High School</div> </div> <div> <div>*Start Date</div> <div>08/21/2013</div> </div> <div> <div>No Show</div> <div><input type="checkbox"/></div> </div> <div> <div>*Start Status</div> <div>E01: First enrollment of the year</div> </div> <div>Start Comments</div> </div> <div> <div>Schedule (read only)</div> <div>MAIN</div> <div>End Date</div> <div>06/02/2014</div> </div> <div> <div>*Grade</div> <div>12</div> <div>End Action</div> <div></div> <div>End Status</div> <div>G02: Graduated in four (4) years</div> <div>Dropout Reasons</div> <div></div> <div>End Comments</div> </div> <div> <div>Class Rank Exclude</div> <div><input type="checkbox"/></div> <div>*Service Type</div> <div>P: Primary</div> </div> </div>							

Before Enrollment End Batch

- ▶ Do not end enrollments for seniors until transcripts have been run.
- ▶ Class rank will not calculate after the enrollments have been ended.
- ▶ Suggestion: Campus Community ID



Enrollment End Batch

Select Calendars

14-15 Anderson County High Sch
14-15 Anderson County Middle S
14-15 Emma B. Ward Elementary
14-15 Ezra Sparrow Early Child
14-15 Phoenix Academy
14-15 Robert B. Turner Element
14-15 Saffell Street Elementar
13-14 Anderson County High Sch
13-14 Anderson County Middle S
13-14 Emma B. Ward Elementary
13-14 Ezra B. Sparrow Early Ch
13-14 Phoenix Academy
13-14 Robert B. Turner Element
13-14 Saffell Street Elementar
12-13 Anderson County Early Ch

CTRL-click and SHIFT-click for multiple

Select Fields to fill

End Date06/01/2013
End StatusG02: Graduated in four (4) years
End ActionP: Promote

Graduation

Diploma Date06/02/2013
Diploma Type3: General Diploma
Diploma Period2: Spring Graduate
Post Grad LocationIS: In-State
Transition Status

RUN

Select Grades

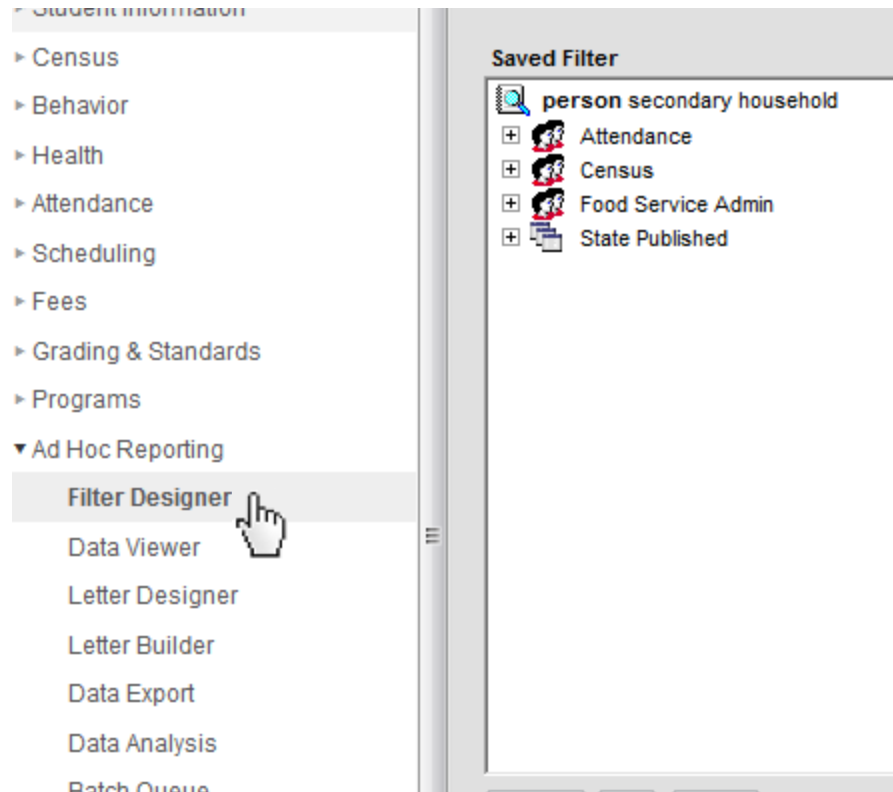
☐ 00 ☐ 01 ☐ 02 ☐ 03 ☐ 04 ☐ 05 ☐ 06 ☐ 07
☐ 08 ☐ 09 ☐ 10 ☐ 11 ☒ 12 ☐ 14 ☐ 97 ☐ 98
☐ 99 ☐ K

Select Ad Hoc Student Filter

Reminder email

- ▶ Districts will receive an email in June from Cheri Meadows
 - Reminder about the date when the G-codes must be in IC
 - Reminder to confirm that your district has completed G code entry.
- ▶ Procedures for G Codes and CO1 Codes Documentation

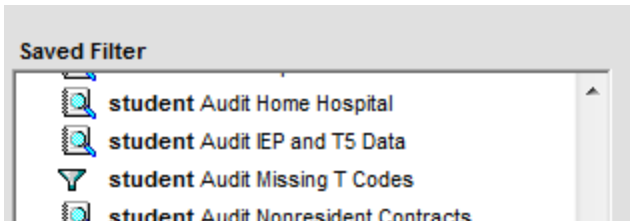
State Published Ad Hocs



Ad Hoc Reporting>Filter Designer>State Published

State Published Ad Hoc

All ad hocs relating
to G codes begin with
ENR



student ENR - CO1 with Diploma Dates



student ENR - G Codes



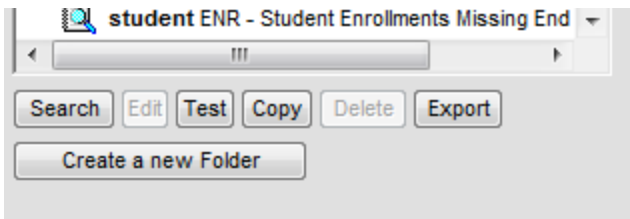
student ENR - Grade 14 Students with CO1 Enc



student ENR - Seniors with CO1

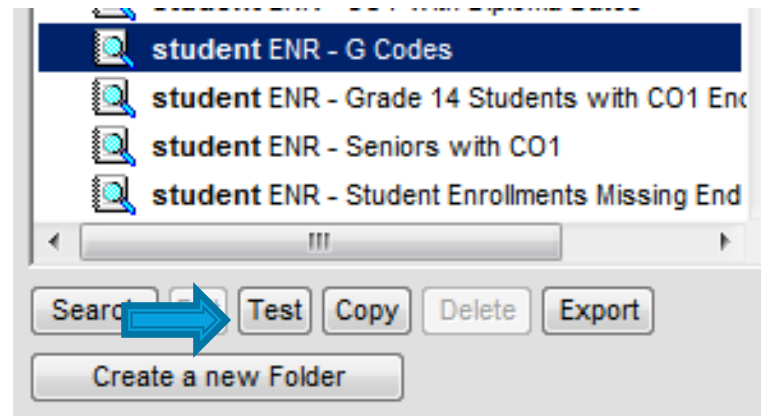


student ENR - Student Enrollments Missing End



ENR – G Codes

- ▶ These ad hocs do not need any changes to be run
- ▶ Click test to run a selected ad hoc
 - Be sure you are in the right year and have all schools selected



ENR – G Codes

- ▶ Make sure the total number equals your number of graduates
- ▶ Email KDE to verify that your district has completed

ENR - G Codes Total Records:192

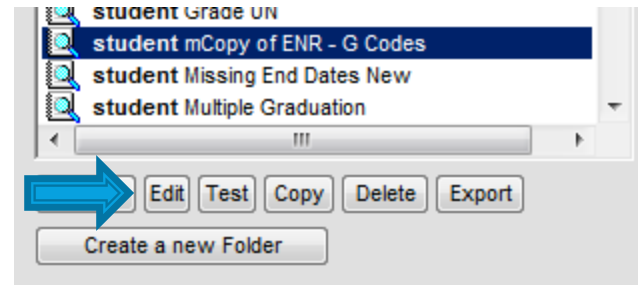
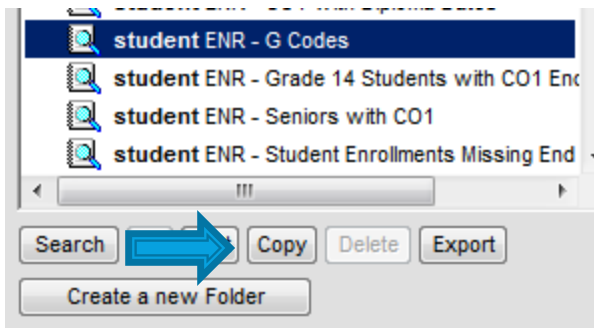
All Records					
School Name Knox Central High School					
School Name	SSID	Grade	Enrollment End Date	Enrollment End Status	Diploma Date
Knox Central High School	5335	12	05/23/2013	G02	05/23/2013
Knox Central High School	5366	12	05/23/2013	G02	05/23/2013
Knox Central High School	24898	12	05/23/2013	G02	05/23/2013
Knox Central High School	4664	12	05/23/2013	G02	05/23/2013

ENR – G Codes

- ▶ Things to keep in mind when reviewing your data:
 - Are the expected numbers there for you students?
 - Are all of your students end dated?
 - Do all students have diploma dates?

ENR – G Codes

- ▶ Editing the State Published ad hocs



ENR – G Codes

***Query Name:** ENR - G Codes

Short Description: Students Assigned a G Code Enrollment End Status

Long Description: This ad hoc will return a list of student who have an enrollment end status

Select categories & fields

Filter By

All Fields

- + - <> Student
 - + - <> Demographics
 - + - <> School Calendar
 - + - <> School
 - + - <> District
 - + - <> Learner
 - + - <> Counselor
 - + - <> Learner Planning
 - + - <> Census
 - + - <> Health
 - + - <> Medicaid
 - + - <> Behavior
 - + - <> Assessment
 - + - <> Campus Usage
 - + - <> FRAM
 - + - <> Custom Tab: Intervention
 - + - <> Custom Tab: Migrant
 - + - <> Custom Tab: Restraint and Seclusion
 - + - <> Custom Tab: SE User Setup
 - + - <> Custom Tab: SSID History

Selected Fields

- sch.name
- student.stateID
- student.lastName
- student.firstName
- activeEnrollment.grade
- activeEnrollment.endDate
- activeEnrollment.endStatus
- activeEnrollment.startDate
- activeEnrollment.startStatus
- graduation.diplomaDate

ENR – G Codes

*Query Name: ENR - G Codes

Short Description: Students Assigned a G Code Enrollment End Status

Long Description: This ad hoc will return a list of student who have an enrollment end status

Filter the data

	ID	*Field	Operator	Value
✕	1	sch.name		
✕	2	student.stateID		
✕	3	student.lastName		
✕	4	student.firstName		
✕	5	activeEnrollment.grade		
✕	6	activeEnrollment.endDate		
✕	7	activeEnrollment.endStatus	IN	G03
✕	8	activeEnrollment.startDate		
✕	9	activeEnrollment.startStatus		
✕	10	graduation.diplomaDate		

Add

ENR – G Codes

Short Description: Students Assigned a G Code Enrollment End Status

Long Description: This ad hoc will return a list of student who have an enrollment end status

Filter the data

	ID	*Field	Operator	Value
✕	1	<input type="text" value="sch.name"/>	<input type="text"/>	<input type="text"/>
✕	2	<input type="text" value="student.stateID"/>	<input type="text"/>	<input type="text"/>
✕	3	<input type="text" value="student.lastName"/>	<input type="text"/>	<input type="text"/>
✕	4	<input type="text" value="student.firstName"/>	<input type="text"/>	<input type="text"/>
✕	5	<input type="text" value="activeEnrollment.grade"/>	<input type="text"/>	<input type="text"/>
✕	6	<input type="text" value="activeEnrollment.endDate"/>	<input type="text"/>	<input type="text"/>
✕	7	<input type="text" value="activeEnrollment.endStatus"/>	IN	G01, G02, G03, G04
✕	8	<input type="text" value="activeEnrollment.startDate"/>	<input type="text"/>	<input type="text"/>
✕	9	<input type="text" value="activeEnrollment.startStatus"/>	<input type="text"/>	<input type="text"/>
✕	10	<input type="text" value="graduation.diplomaDate"/>	IS NULL	<input type="text"/>
<input type="button" value="Add"/>				

ENR CO1 with Diploma Dates

- ▶ This ad hoc will pull students that have a CO1 code and a diploma date. Students that are pulled with this ad hoc need to be reviewed.

First Name	Grade	Enrollment End Status	Enrollment End Action	Diploma Date
DARYL	12	CO1	R	11/11/2011
RUSTY	12	CO1	R	05/15/2012
DEVIN	12	CO1	R	10/03/2011

ENR Student Enrollments Missing End Dates

- ▶ This ad hoc pulls any student missing an end date. Any student that comes up on this ad hoc needs to be reviewed.
- ▶ This ad hoc pulls all grades but can be edited

First Name	Grade	Enrollment End Date	Enrollment End Status
APRIL	11		
SHONNA	11		
CHARLES	09		

ENR Seniors with CO1s

- ▶ This ad hoc will pull any student with an end status of CO1. This could indicate a few things:
 1. This is an error
 2. Retained or returning senior
 3. FMD student that has not received a Certificate or has not aged out & when they age out they should receive a W28 code
 4. Foreign exchange student
 5. Placeholder for potential summer graduate
 6. Any other identified specialty returning reenrolled current year senior (contact KDE if you are unsure)

ENR Grade 14 with CO1 End Status

***Query Name:** Copy of ENR - Grade 14 Students with CO1 En

Short Description: Grade 14 Students with CO1 End Status

Long Description: This ad hoc returns a list of students in grade 14 students with an end sta

Filter the data

	ID	*Field	Operator	Value
✕	1	dist.name		
✕	2	sch.name		
✕	3	student.stateID		
✕	4	student.lastName		
✕	5	student.firstName		
✕	6	activeEnrollment.grade		
✕	7	activeEnrollment.endDate		
✕	8	activeEnrollment.endStatus	IN	CO1
✕	9	student.grade	=	14
✕	10	graduation.diplomaDate	IS NULL	

General Grade 14 Information

- ▶ Can be CO1 or G03/G04 depending on the policy of the individual district
- ▶ If the district chooses to provide the g code in the 12th grade year the grade 14 year must have the CO1 end status
- ▶ Grade 14s are not considered dropouts or retentions

Summer Graduates

- ▶ These students will need to be marked as CO1s and retentions when districts batch end status their graduates
- ▶ Students have until **July 31st** to finish their course work and be counted as a 2013–2014 graduate

Contacts

Samantha Engstrom

564-5279 ext. 4434

samantha.engstrom@education.ky.gov

Cheri Meadows Branch Manager

564-5279 ext. 4420

cheri.meadows@education.ky.gov